



HR ELITE LIMITED
USA J1 EXCHANGE VISITOR PROGRAM
DOCUMENTS REQUIRED

ITEMS	DESCRIPTION	PLEASE SUBMIT
Passport	Copy of a valid passport with at least six (6) months remaining prior to expiration	
Status Letter/Transcript	Official letter from university confirming full time status, must be signed by university official and have university seal affixed. Must show official start and end dates of summer break. Full time students must take a minimum of 5 modules for each semester: Fall and Spring semester, must not fail any courses and must be in good academic standing to qualify for the visa.	
Photos	two (2) current colored passport photos	
Social Security Card/Number	Applies only to those who have previously traveled on a USA J1 Exchange Visitor Program	
Resume	Copy of resume (please submit to us in MS Word document only)	
References	Two (2) written character references from any previous employers, teacher etc.	
Application Form	Completed and signed HR Elite Limited (Agency) Application Form	
Receipts	(1) Registration Receipt	
	(2) Program Fee Receipt	
Terms & Agreement	A signed copy of the Terms and Agreement issued by HR Elite Limited	
Financial Memorandum	A signed copy of the Financial Memorandum issued by HR Elite Limited	
Medical Form	Medical Form signed and stamped by a licensed doctor.	